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## 1.0 PURPOSE & RESPONSIBILITY

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### 1.1 Purpose

This Standard Operating Procedure (SOP) describes the process for starting and maintaining a commercial composting program in schools. The SOP also addresses commercial composting for special events.

### 1.2 Responsibility

The Environmental Manager is responsible for initial setup of commercial composting accounts and logistics. The Environmental Manager will provide necessary training, collection containers and lunchroom assistance during program startup. The Environmental Manager is responsible for ensuring school principal, child nutrition manager and lead custodian are aware of composting program requirements before startup. School-based personnel will be responsible for coordinating daily composting requirements listed in Section 2.2.

## 2.0 PROCEDURES

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### 2.1 Commercial Composting

The Division is currently using Black Bear Composting for commercial composting programs. Composting allows diversion of organic and soiled paper products from the landfill. The diverted organics then become valuable finished compost for farming and gardening. Commercial composting allows schools to compost without maintaining a compost operation onsite. The compost totes (65-gallon wheeled carts) are picked up from the school site at least twice per week, and a clean container is returned each time. The higher temperatures reached in a commercial composting operation allow meat and dairy products to be included in the compost collection.

"If it grows, it goes!" is the typical refrain in the composting business for determining acceptable materials. All of the listed materials can be included in the commercial composting totes:

#### a. Food Scraps

- Food prep and kitchen food wastes
- Unserved food and plate scrapings
- Food processing wastes (culls, pulp, stems, peelings, etc.)

**b. Paper & Paperboard**

*Clean paper and cardboard products should be recycled as paper whenever possible. However, food-soiled paper-based products can't be recycled as paper, but can be recycled by composting.*

- Paper and waxed paper
- Cardboard and waxed cardboard
- Napkins and paper towels

**c. Compostable Plastics**

The only compostable plastics we will accept are those clearly marked with the Biodegradable Products Institute (BPI) Compostable Product logo shown here. This certifies that the product completely biodegrades in a commercial-scale composting environment.

**2.2 Daily Composting Requirements**

School-based personnel will be responsible for the following compost-related tasks.

- a. Ongoing coordination of staff assistance at end of lunch periods to assist with sorting to minimize any contaminants in organic waste;
- b. Ongoing coordination of any student volunteers;
- c. Gaining permission from parents for student volunteers (if needed - example permission form included as Attachment A);
- d. Rolling totes to designated location at end of lunch periods; and
- e. Reporting any program needs to Environmental Manager.

**2.3 Special Event Composting**

If a school would like to include composting for a special event (e.g., field day, community event at school, PTO event), contact Environmental Manager to arrange for tote delivery and pickup.

**2.4 Reporting**

The Environmental Manager will send quarterly composting reports to the school contact with the total amount of compost diverted in cubic yards and tons.

**2.5 Existing Programs**

Commercial composting programs are implemented at Sutherland Middle School, Jack Jouett Middle School and Meriwether Lewis Elementary.